



PUBLIC RECORDS REQUEST GUIDELINES

Paul Cuffee School has instituted the following policy and procedures for obtaining public records pursuant to R.I.G.L. § 38-2-1 *et seq*, and asks that the public employ such procedures when seeking public records from Paul Cuffee School. Please note that while R.I.G.L. § 38-2-1 *et seq* does not require that a public records request be in writing, a written request greatly assists Paul Cuffee School in more efficiently identifying and providing sought records.

Public Records Request Process:

1. Write a public records request specifying the public records sought (See attached “Public Records Request Form”).
2. Mail, email, or fax request to Paul Cuffee School’s APRA Agent as listed below.
3. Paul Cuffee School will respond to your request within 10 business days or provide you notice of need for additional time in order to fulfill your request.
4. Paul Cuffee School will fulfill your request, to the extent possible, invoicing costs for retrieval of such records, excluding the first hour of work, and will charge \$0.15 per page for hard copies of public records provided.
5. Paul Cuffee School MAY determine that requested records are exempt from disclosure for a reason set forth in R.I.G.L. § 38-2-2(4)(i)(A)-(Y).
6. You may file an appeal with the Attorney General if you feel that you have been improperly denied access to public records. If you still feel you have been denied access to public records, you may file a lawsuit in Superior Court.

Paul Cuffee School Designated APRA Agent

Andrea Carrera
Human Resources Manager
Paul Cuffee School
459 Promenade Street
Providence, RI 02908
401-453-2626 ext.146
acarrera@paulcuffee.org

Public Records Request Guidelines

A public records request should sufficiently detail the information you are seeking under the Access to Public Records Act. You are not, however, required to state why you are seeking the information or to provide any personal information about yourself.

If you know the specific date or date range of the document, include it in your request as the detail will help Paul Cuffee School allocate your documents and will result in you spending less on retrieval fees. Additionally, if you have a preferred manner of receiving the information such as fax, hard copy, or email, you should specify as such in your request. If it is not unduly burdensome, Paul Cuffee School will fulfill your request in the media of your choice. Also, be sure to include the necessary contact information for Paul Cuffee School to respond.

As a best practice, it is advisable to make a copy of your letter and keep it in a safe place. A copy of your original signed letter will be helpful in supporting your claims in the instances that you need to file an appeal or reference your request.



PUBLIC RECORDS REQUEST FORM UNDER THE ACCESS TO PUBLIC RECORDS ACT

Date _____ Name (optional) _____

Address (optional) _____

Telephone (optional) _____

Requested Records: _____

OFFICE USE ONLY

Request taken by: _____ Request Number _____ Date: _____ Time: _____

Records to be available on: _____ Mail: _____ Pick Up: _____

Records provided: _____ Costs: _____ Copies: _____

Search and Retrieval: _____

Forward this Document to the Paul Cuffee School Designated APRA Agent.

If you desire to pick up the records, they will be available at the front desk at 544 Elmwood Ave, Providence, RI.

If, after review of your request, the School determines that the requested records are exempt from disclosure for a reason set forth in the Access to Public Records Act, the School reserves its right to claim such exemption.

Note: If you chose to pick up the records, but did not include identifying information on this form (name, etc.), please inform the receptionist at the front desk of the date you made the request and the records requested.

Thank you.